Chapter # 1 INTRODUCTION TO COMPUTER

Short Answers of the Questions:

📖 **What is Computer?**

Computer is an electronic device, which accept data input (Keyboard), and process that data and give the result on output (Monitor)
Or:
The combination of Hardware and Software is called computer. The word computer taken from the Latin word "Compute" which means Count=Counter, Calculate=Calculator, Type=Typewriter.

📖 **What is EDP?**

Now-a-days, data is processed with the help of computer. This modern technique to process data is known as Electronic Data Processing (EDP). Computer is also known as Electronic Data Processing machine.

📖 **What is ABACUS?**

The Abacus is the earliest and the simplest calculating device. The Abacus is also known as "Soroban". It was developed and used in China about 600 B.C.

📖 **What is Charles Babbage's Analytical Engine?**

In 1822, Charles Babbage of UK developed a special type of calculator. It was called "Difference Engine". In 1842, he also designed a new machine called the "Analytical Engine". It was the first automatic programmable computer. The analytical engine included several features that present in the modern electronic computer. It is because Charles Babbage is considered as father of modern digital computer.

📖 **How is the first computer programmer?**

A lady student named "Augusta Ada" also worked with Babbage in designing the Analytical Engine. She, first of all, designed and run the computer program on that computer. It is because, lady augusta Ada is known as the first computer programmer in the world.

📖 **What is Mark-1?**

In 1944, American scientist Dr. Howard Aiken designed first automatic calculator. it was named as Mark-1 or ASCC (Automatic Sequence Controlled Calculator). It was fully automatic calculating machine, which operated under the control of given instructions. The instructions were given to this machine with the help of punched paper tape. The Mark-1 remained in operation till 1959.

📖 **What is ENIAC?**

ENIAC stands for "Electronic Numerical Integrator And Calculator", it was the first electronic computer. It was developed in 1943 by J.P. Eckert and John Mauchly in USA. It contained about 18,000 vacuum tubes and occupied more than 1,500 square feet with weight of 30 tons.

📖 **What is UNIVAC-1?**

UNIVAC stands for "Universal Automatic Computer". It was also developed by J.P. Eckert & John Mauchly (designers of ENIAC) in 1951. it was a self testing computer. The programs and data were fed in this computer through magnetic tape.

& **What is meant by Artificial Intelligence?**

Artificial Intelligence (AI) technology also called the Knowledge Processor. The AI means automatic programs that let the machine to think and decide themselves. The programming languages LISP (List Processor) and PROLOG (Programming with Logic) are used for artificial intelligence. The scientists at ICOT in Japan use the PROLOG to develop the Artificial Intelligence software.

& **What is Analog Computer?**

The word "analog" means continuously varying in quantity. The analog computers accept input data in continuous form and output is obtained in the form of graphs. It means that these computers accept input and give output in the form of analog signals. The output is measured on a scale.

& **What are Digital Computer?**

In digital computers, quantities are counted rather than measured. A digital computer operates by counting numbers or digits and gives output in digital form. A digital computer represents the data in digital signal 0 and 1 and then processes it using arithmetic and logical operations.

& **What are Hybird Computer?**

The Hybird computers have best features of both analog and digital computers. These computers contain both the digital and analog components. In Hybird computers, the users can process both the continuous (analog) and discrete (digital) data. These are special purpose computers. These are very fast and accurate. These are used in scientific fields. In hospitals, these are use to watch patient's health condition in ICU (Intensive Care Unit). These are also used in telemetry, spaceships, missiles etc.

& **What is Supercomputer?**

Supercomputer is the most powerful and fastest, and also very expensive. It was developed in 1980s. it is used to process large amount of data and to solve the complicated scientific problems. It can perform more than 1 trillion calculations per second. It has large number of processors connected parallel. So parallel processing is done in this computer. In a single supercomputer thousands of users can be connected (attached) at the same time and the super computer handles the work of each user separately.

& **What is Mainframe?**

Mainframe computers are large-scale computers but supercomputers are larger than mainframe. These are also very expensive. The mainframe computer specially requires a very large clean room with air-conditioner. This makes it very expensive to buy and operate. It can support a large number of various equipments. It also has multiple processors and can handle thousands of connected users simultaneously.

& **What is Mini Computer?**

These are smaller in size, have lower processing speed and also have lower cost than mainframe. The capabilities of a minicomputer are between mainframe and personal computers. It can also support multiple users. These are also used as Servers in computer networks and multiple personal computers can be connected to a network having a minicomputer. The minicomputers are used in business, education and many other government departments.

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📖 **What is Microcomputer?**

The microcomputers are also known as personal computers or simply PCs. Microprocessor is used in this type of computer. These are very small in size and cost. The IBM first microcomputer was designed in 1981 and was named as IBM-PC. After this, many computer hardware companies copied the design of IBM-PC.

📖 **What is Laptop computer?**

Laptop computer is also known as Notebook computer. It is a small size (85-by-11) inch notebook) computer and can fit inside a briefcase. The Laptop computer is operated on a special battery and it does not have to be plugged in like desktop computer. The laptop computer is portable and fully functional microcomputer. It is mostly used during journey. It can be used on your lap in an airplane; it is because it is referred to as laptop computer.

📖 **What is meant by PC-compatible?**

The term "PC-compatible" refers to any personal computer based on the original IBM's personal computer design. The most popular series of personal computers are IBM-PC, Apple and Commodore etc. Personal computers are available into two models.

Select a Correct Answer From the Multiple Choices:

1) **Speed of Computer is measured in:**
   a) **MHZ**   b) bps
   c) Km/Sec   d) Pascal

2) **The earliest and simplest calculating device is:**
   a) Analytical engine b) UNIVIC   **c) Soroban**
   d) ENIAC   d) ENIAC

3) **Napier's Bone remained in use till:**
   a) **1890**   b) 1790
   c) 1999   d) 1980

4) **When was Pascal's calculating device developed?**
   a) 1742   b) 1974
   c) 1642   d) 1690

5) **Charles Babbage developed the:**
   a) Difference Engine   b) Analytical Engine
   c) Steam Engine   **d) Both A & b**

6) **Who was the First Computer Programmer?**
   a) Charles Babbage   **b) Ada Augusta**
   c) John Von Neumann   d) None

7) **The Analytical Engine was designed by:**
   a) **Babbage**   b) Pascal
   c) Dr. Howard Aiken   d) J.P. Eckert

8) **The ENIAC was developed by:**
   a) Pascal   b) Babbage
   c) **J.P Eckert & John Mauchly**   d) Dr. Howard Aiken

9) **Which of the following was the first electronic computer?**
   a) Mark-I   b) Analytical Engine
   c) ENIAC   d) Difference Engine

10) **EDVAC – 1 was developed by:**
    a) **Von Neumann**   b) Babbage
    c) John Von Neumann   d) Dr. Howard Aiken

11) **UNIVAC – 1 was developed by:**
a) Babbage **b) J.P Eckert & John Mauchly**
c) Von Neumann d) Dr. Howard Aiken

12) **The Transistor Technology was used in:**
a) 1st Generation **b) 2nd Generation**
c) 3rd Generation d) 4th Generation

13) **The IC technology is used in:**
a) 1st Generation b) 2nd Generation
c) 3rd Generation d) 4th Generation.

14) **The Microchip technology is used in:**
a) 1st Generation b) 2nd Generation
c) 3rd Generation **d) 4th Generation.**

15) **Which of the following computer generation is also called microcomputer generation?**
a) 1st Generation computers b) 2nd Generation computers
c) 3rd Generation computers **d) 4th Generation computers.**

16) **The LISP programming language is used to develop the software for:**
a) Business b) Defence
c) Simulation **d) Artificial intelligence.**

17) **Analog clock is an example of :**
a) Hybrid computer **b) Analog computer**
c) Digital computer d) Minicomputer

18) **Which of the following is not example of analog data :**
a) Voltage b) Current
c) Speed **d) Binary dada**

19) **The thermometer is an example of :**
a) Digital device b) Analog device
c) Hybrid device d) None of these

20) **Which of the following is not an example of analog device :**
a) Speedo meter b) Tire-pressure gauge
c) Thermometer **d) Calculator**

21) **In _____ computer, quantities are counted rather than measured.**
a) Analog b) Digital
c) Hybrid

22) **Which of the following computers used at homes :**
a) Analog **b) Digital**
c) Hybrid

23) **Computer used in ICU in hospital is an example of :**
a) Hybrid computer b) Analog computer
c) Digital computer d) Minicomputer

24) **The most powerful and fastest computer is :**
a) Mainframe computer **b) Super computer**
c) Mini computer d) Micro computer.

25) **CYBER 205 is an example of :**
a) Mainframe computer **b) Super computer**
c) Mini computer d) Micro computer.

26) **Which of the following is an example of mainframe computer:**
a) CRAY-1 **b) Control data cyber 176**
c) AS/400 d) Control data cyber 205

27) When IBM designed first microcomputer?
a) **1981** b) 1881
c) 1781 d) 1957

28) Which of the following is an example of microcomputer :
a) **Apple computer** b) Control data cyber 176
c) AS/400 d) CRAY-2

29) Personal computer is also referred to as:
a) Mainframe computer b) Super computer
c) Mini computer **d) Micro computer.**

30) Microprocessor is used in :
a) Mainframe computer b) Super computer
c) Mini computer **d) Micro computer.**

31) Which of the following is not an example of handheld computer?
a) PDA b) Cellular phone
c) H/PC Pro device **d) Laptop**

32) The notebook computer is also known as:
a) H/PC Pro device b) Network computer
c) Desktop computer **d) Laptop computer**

33) Handheld computers are also known as:
a) **Palmtop computers** b) workstaions
c) Mini – notebook computer d) Both a & b.

- ## Fill in the blanks.

i) _____ is also known as electronic data processing machine.
Computer.
ii) GHZ stands for _____
Gega Hertz
iii) CBT stands for _____
Computer Based Training.
iv) CIA stands for _____.
Computer Aided Instruction.
v) WBT stands for _____.
Web – Based Training.
vi) ATM stands for _____.
Automatic Transfer Machine.
vii) _____ was developed in China about 600 B.C.
Abacus.
viii) Different Engine was developed by _____.
Charles Babbage
ix) Analytical Engine was developed by _____
Charles Babbage.
x) _____ was the first automatic programmable computer.
Analytical Engine.
xi) _____ is know as the first computer programmer.
Ada Augusta.
xii) _____ is considered as father of modern digital computer.
Charles Babbage.
xiii) Mark-1 was designed by _____.
Dr. Howard Aiken.
xiv) ASCC stands for _____.
Automatic Sequence Controlled Calculator.

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xv)   ENIAC stands for _____.
       Electronic Numerical Integrator And Calculator.
xvi)   PDA stands for _____.
       Personal Digital Assistant.
xvii) The handheld computers sometimes called._____.
       Mini – Notebook computer.
xviii) A _____ is an electronic pen and looks like a small ballpoint pen.
       PDA stylus.
xix)   EDVAC stands for _____.
       Electronic Discrete Variable Automatic computer.
xx)   VLSI stands for _____.
       Very Large Scale Integration.

Chapter # 2   COMPONENTS OF COMPUTER

*Short Answers of the Questions***:**

📖 **What is mean by computer system?**
The computer along with various units an software that performs different activity in data processing are collectively known a computer system. A computer system is divided into two sub-system.
I)   Computer Software
II)   Computer Hardware.

📖 **What is meant by Computer Hardware?**
The physical parts of a computer are known aw computer Hardware. You can touch, see and feel the hardware. The hardware consists of electronic circuits and mechanical equipment etc. used to perform various functions in the computer.

📖 **What is mean by Computer Software?**
A set of instructions given to the computer in machine code that tells the computer what to do and how to perform the given task of the user is known as computer software.

📖 **What is CPU?**
CPU stands for Central Processing Unit. It is the main component of the computer and it is also called the Processor. The processor used in microcomputer is referred to as Microprocessor. CPU is considered the brain of the computer.

📖 **What is Control Unit (CU)?**
The control unit is the most important component of the CPU. It controls and coordinates the activities of all the other units of the computer. The control units is considered as the logical hub o f the computer. It acts as a central nervous system for the other components of the computer.

📖 **What is ALU?**
Arithematic Logic Unit or simply (ALU) is another important component of CPU. It performs the arithmetic and logical operations on the data. When the control unit encounters an instruction related to perform arithmetic or logical operation on data, it passes that instruction to the ALU.

📖 **What is Machine Cycle?**
For every instruction of the program (or data), the control unit (CPU) carries out four basic operations, known as the Machine Cycle or Instruction Cycle.

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📖 **What is Registers?**

A processor contains high speed and small sized storage locations, called registers that temporarily hold data and instruction during processing. The size of these registers is 2 to 4 bytes. They may hold a program instruction while it is being decoded, hold data while it is being processed by CPU, or hold the result of a machine.

📖 **What is RAM?**

RAM stands for Random Access Memory. Actually, the main memory or primary storage is referred to as RAM. It consists of memory chips that can be read from and written to by the processor. When the computer is powered on, certain operating system files load into RAM from the storage device such as a hard disk. The operating system remains in RAM as long as the computer has continuous power.

📖 **What is ROM?**

ROM is a semiconductor chip programmed at the time of its manufacture and is not re-programmable by the user. The programs stored in ROM are called *firmware*. It is a non-volatile memory. The contents or ROM are not lost when the computer is turned off.

📖 **What is System Unit?**

The system unit is main body of the computer. It contains central processing unit, memory unit, disk drives and connectors etc. The input and output devices are connected with the system unit to work together. All devices of computer are connected to a circuit board called the motherboard or system board inside the system unit. It is the main board in the system unit.

Select a Correct Answer From the Multiple Choices:

1) **Various components and software that perform different activities in data processing is collectively:**
   a) Hardware
   b) Software
   c) System unit
   d) Computer System.

2) **Which of the following is not the hardware component of computer?**
   a) CPU
   b) Memory unit
   c) System clock
   d) none of them

3) **Which of the following is output device?**
   a) Mouse
   b) Keyboard
   c) Video Display Unit
   d) None of these

4) **The data is compared and analyzed in:**
   a) ALU
   b) Control Unit
   c) Memory unit
   d) none of these

5) **Which of the following is not true?**
   a) The processor used in personal computer is called microprocessor
   b) The math-processor is an example of co – processor.
   c) Motorola microprocessor is commonly used in microcomputer.
   d) Processor is the brain of computer.

6) **Which of the following is non-available memory?**
   a) RAM
   b) Register
   c) DRAM
   d) PROM

7) **The basic storage unit of memory is:**
   a) byte
   b) bit
   c) kilobyte
   d) Mega byte.

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8) **Which of the following does not allow to change its contents electrically?**
a) EEPROM   b) CMOS
c) **EPROM**   d) RDRAM

9) **The main body of computer is called:**
a) Hardware   b) Software
c) **System unit**   d) Computer System

10) **The main circuit board inside the computer is called:**
a) **Motherboard**   b) Control Board
c) Data board   d) computer board

11) **The brain of the computer is:**
a) Motherboard   **b)** **Processor**
c) Power supply   d) Memory Unit

- ## *Fill in the blanks:*

i) A set of instructions given to the computer in machine code that tells the computer what to do and how to perform the given task of the user is known as _____
Software / computer software.

ii) The _____ is developed in computer programming languages.
Software.

iii) _____is the main component of the computer and it is also called the Processor.
CPU

iv) The processor used in a microcomputer is refereed to as _____
Microprocessor.

v) _____ Controls and coordinated the activities of all the units of the computer.
Control Unit.

vi) For every instruction of the Program (or data), the control unit (CPU) carries out four basic operations, known as the _____
Machine Cycle.

vii) _____ is the process of obtaining a program instructions or data item from memory for taking action on it.
Fetching.

viii) _____ is the process to take a action on the decoded instructions
Executing.

ix) The basic storage unit of memory is _____.
BIT

x) The program stored in the ROM are called _____.
Firmware

xi) EEPROM stands for _____
Electrically Erasable Programmable read only Memory.

Chapter # 3   INPUT AND OUTPUT DEVICES
Short Answers of the Questions:

  What is Pointing Device?
A pointing device which is an input device that is used to control a pointer on the screen. Usually, the pointing device is used to select items on the screen, to select commands from commands menu, to draw graphs etc. for Example, the engineers used pointing devices to draw graphs. The mouse, Joystick, Trackball, Trackpad, light pen etc. are example of pointing devices.

📖 **What is Optical Mouse?**

It has advance features and is more expensive than mechanical mouse. It has no ball inside it. It uses the laser technology to detect the mouse movement it enters input signals into the computer in similar way as cordless keyboard.

📖 **What is Cordless Mouse?**

Cordless or wireless mouse is not directly connected with computer. It uses the wireless technology, such as radio waves or infrared light waves. It enters input signals into the computer in similar way As cordless keyboard.

📖 **What is Fat Panel Monitor?**

A fate panel monitor is also called LCD monitor. It uses a liquid crystal display (LCD) instead of a cathode ray tube to produce output on the screen. The LCD uses a liquid component to display information on a screen.

📖 **What is digital Scanner?**

Digital scanner is a very popular input device. It is a light-sensing input device. It reads images and text printed on the paper and then translate into electronic form that can be processed and stored by the computer. The scanner is also known as *image scanner.* The scanner uses the laser technology to scan the image of the printed paper and store it into the computer.

📖 **What are plotters?**

A plotter is a special output device used to produce hardcopies of graphs and designs on the paper. A plotter is typically used to print large-format graphs or maps such as construction maps or engineering drawings. Plotters are divided into two types.

1.   Drum Plotters
2.   Flatbed Plotters.

Select a Correct Answer From the Multiple Choices:

1)   **Which of the following is not an input device?**
a)   Mouse   **b)   Printer**
c)   Keyboard   d)   Light pen

2)   **The special keys on the top of keyboard that are labeled as F_1, F_2,...., F_{12}, are referred to as:**
a)   Special keys   **b)   Function keys**
c)   Fast keys   d)   Help keys

3)   **Which of the following device is referred to as pointing device?**
a)   Mouse   b)   Scanner
c)   Monitor   d)   Keyboard

4)   **Which of the following device is specially used for playing games?**
a)   Mouse   **b)   Joystick**
c)   Trackball   d)   Keyboard

5)   **A Trackball is a (n):**
a)   Input device   b)   Output device
c)   Input/output device

6)   **Which of the following device is used to read images and text printed on the paper and store them into the computer?**
a)   Mouse   **b)   Scanner**
c)   Trackball   d)   Keyboard

7) **Which of the following device uses a film for capturing images?**
   a)   Traditional camera   b)   Scanner
   c)   CD-ROM   **d)   Digital camera**

8) **The Video Display Unit (VDU) or video monitor is most commonly used as:**
   a)   Input device   b)   output device
   c)   Input/Output device.

9) **Monochrome means:**
   a)   Multiple colors   **b)   Single color**
   c)   Double color   d)   Triple colors

10) **Which of the following is most commonly used output device?**
   a)   Plotter   **b)   Monitor**
   c)   Printer   d)   Touch screen

11) **Which of the following is also referred to as LCD monitor?**
   a)   CRT monitor   b)   Touch screen monitor
   c)   Flat Panel monitor   d)   Grayscale monitor.

12) **Which of the following output device is used for plotting earthquake activity?**
   a)   Drum plotter   b)   Flatbed plotter
   c)   Laser printer   d)   Thermal printer

13) **The output printed on the paper is called?**
   a)   Softcopy   b)   Printcopy
   c)   Reportcopy   **d)   Hardcopy**.

14 **Which of the following is an impact character printer?**
   a)   Dot matrix   b)   Laser
   c)   plotter   d)   Inkjet

- ## *Fill in the blanks.*

   i)   The _____ is an input device and it is similar to an electronic typewriter keypad.
        Keyboard.
   ii) A _____ is also referred to as QWERTY keyboard:
        Standard computer keyboard
   iii) The keyboard controller has a small computer chip and also has small storage area called the _____.

   iv) The scanner is also know as _____
        Input Device
   v)   The _____ refers to the sharpness and clearness of an image.

   vi) The output printed on the paper is called _____.
        Hardcopy
   vii) The speed of dot matrix printers is from 50 to __character per second (cps).
        500
   viii) The printing speed of laser printer is from 5 to _ page per minute. PPM
        30
   ix) A Drum plotter is also known as _____ plotter.
        Roller
   x)   _____ Is also known as Table Plotter.
        Flatbed Platter.

Chapter # 4   SECONDARY STORAGE DEVICES
Short Answers of the Questions:

📖 **What are Magnetic Storage Devices?**

The diskette devices, tape drives and hard disk drives are examples of magnetic storage devices. These devices are used to write and read data to and from the diskettes, tapes and hard disks. The surfaces of diskette, tape and hard disk are coated with magnetic material such as iron oxide or ferrous oxide, which can be magnetized (i.e. which reacts to a magnetic filed)

📖 **What is magnetic disk?**

A magnetic disk is a circular metal or plastic disk coated on both sides with magnetic recording material (ferrous oxide). The data on magnetic disk is recorded as magnetic fields. The data and instruction are accessed directly or randomly. The disk drives are used to write and read data. The data is stored on both sides of the disk (i.e side 0 and side 1), and each side has its own read / write head.

📖 **What are tracks and sectors?**

During formatting a disk, the disk drive creates a set of magnetic concentric circles, called tracks, on each side of the disk. A floppy disk has 80 tracks on each side of the disk, similarly, a hard disk may have hundred tracks on each side of teach platter. Each track is further divided into pie-shape areas called sectors. The information is stored into sectors. In one sector, 512 bytes are stored.

📖 **What is meant by formatting a disk?**

Before to store data on the magnetic disk, it is prepare through operating system. Actually the disk's surface is magnetically mapped. The process of mapping the surface of disk is called formatting or initializing.

📖 **What is DVD-ROM?**

DVD stands for Digital Video Disc or Digital Versatile Disc. DVD-ROM is an example high capacity optical disk with storage capacity from 4.7 GB to 17 GB. DVD disc is specially used to store movies films. It is also used to store huge databases, music, complex software etc.

📖 **What are Flash Memory Devices?**

Flash memory is a type of non-volatile memory that can be erased electronically and reprogrammed, similar to EEPROM. Most of the PCs also use flash memory to hold their startup instructions.

Flash memory chips are used in mobile computers and devices to store data and programs. For examples, these are used in PDAs, digital cellular telephones, set-top boxes, digital voice recorders, pagers etc. when you enter names and addresses into PDAs, a flash memory chip stores that data. The flash memory chip in a digital cellular telephone stored names and telephones numbers. The flash memory is also used in digital camera. When we take pictures with digital camera, these are stored in a flash memory rather than on photographic film.

Select a Correct Answer From the Multiple Choices:

1)   **Which of the following is an optical device?**
   a)   Hard disk   b)   Floppy disk drive
   c)   Zip disk drive   **d)   CD-Recorder**

2) **The Storage capacity of floppy disk is:**
a) **1.44 MB**   b) 144 MB
c) 1.44 GB   d) 650MB

3) **How many bytes store in a sector?**
a) 1.44   b) 512
c) 1024   d) 650

4) **Which of the following is not true about Zip Disk?**
a) Its storage capacity is about 100 MB to 700 MB.
b) Its shape is similar to floppy disk.
c) it is portable optical media.
d) **It is more reliable than floppy disk.**

5) **The storage capacity of CD-ROM is about:**
a) 650 GB   b) **650MB to 1GB**
c) 650 KB   d) None of these

6) **The data transfer rate of 48X CD-ROM drive is:**
a) 2.7 MBps   b) **7.2 MBps**
c) 150 MBps   d) 150 KBps

7) **Which of the following is true for CD-ROM?**
a) Permanent Memory   b) Magnetic Memory
c) Primary Memory   d) Mass Storage

8) **Which of the following is not true about magnetic tape?**
a) **A tape is divided into vertical columns called tracks.**
b) Each track of frame stores one bit for the code of a character.
c) A frame is divided into 9 tracks.
d) The amount of data that can be stored on tape depends on its length.

9) **The storage capacity of magnetic tape is up to:**
a) Kilobyte   b) Mega byte
c) Giga byte   d) **Tera Byte**

- ***Fill in the blanks.***

i) The _____ of storage device is measured as the amount of time that a storage device takes to locate and retrieve a specific data on the storage medium.
Access Time

ii) The diskette drives, tape drivers and hard disk drives are examples of _ _____ devices.
Magnetic storage

iii) A _____ is a circular metal or plastic disk coated on both sides with magnetic recording material)ferrous oxide).
Magnetic Disk

iv) Each track is further divided into pie-shape areas called _____.
Sector.

v) For reading and writing purposes sectors are grouped into _____
----

vi) A folder is also called _____.
Director.

vii) The top folder on any disk is known as the _____folder.

viii) The _____folder is created automatically by operating system when disk is formatted. It cannot be deleted.
----

ix)   IBM invented the floppy disk in _____.
   1972
x)   A ____ disk drive is used to write and read dat to and from the Zip Disk.
   Zip
xi)   A _____ disk is actually, a stack of platters.
   Hard
xii)   The tape is divided into vertical columns called frames and each frame is further divided into horizontal rows called _____ or channels.
   Tracks
xiii)   The information on the optical disk is stored in the form of ___ and ____.
   Pits & Lands
xiv)   DVD stands for _____
   Digital Video Disk / Digital Versatile Disk

Chapter # 5   SOFTWARE AND PROGRAMMING Languages:

Short Answers of the Questions:

 What is Database Management Software?
   Database management software is used to create manage database. A database is a collection of related information or records on any subject such as records of the books in a library, information about the students of college etc. the Microsoft Access, oracle etc. are examples of Database Management Software.

 What is Presentation Software?
   The presentation graphic software is used to create slides for making presentations. The presentation graphic software also have pre-drawn clip art images, which can be inserted into slides and can be modified. The Power Point is an example of presentation graphics software.

 What is communication software?
   The communication software is used to exchange information electrically. It is most commonly used software to send and receive information on the Internet. It also allows for sending and receiving faxes directly. The computer files can also be transferred from one PC to another through this software. The Internet Explorer is an example of this software.

 What is system software?
   System software is a set of programs that control the operation of a computer and devices attached with the computer. It also creates links between user and computer as well ad controls the execution of application programs. These programs are essential for a computer to do work. Without this software no links can be created between user and computer.

 What is Operating System?
   An operating system is a collection of system programs that control and co-ordinate the overall operation of a computer system. These programs also provide interface between the user and the computer system. A computer needs an operating system to do work. Without operating system, a computer is like a car with no fuel.

 What is meant by booting a computer?
   The operating system consists of a supervisor portion and a set of system programs. When the computer is switched on, the supervisor portion of the operating system is loaded in the RAM from the disk. The supervisor

portion then load the system programs from the disk. The supervisor portion then load the system programs from the disk. This process to start or restart a computer is called booting the computer.

What is User-Interface?

User interface means how the user interacts with the computer to perform various tasks. User runs the applications programs, opens the document, enters the data, prints the output reports etc. all these are examples of user interfacing. The operating system plays the main role for interfacing between user and computer. The hardware devices like keyboard, mouse and monitor etc are used for interfacing.

What are Utility Programs?

A large number of utility programs are available for the service of hardware and software. These are system software, that help the user to solve the specific problems related to hardware or software. Most operating systems include several utility programs but many other utility programs are available on CDs or can be downloaded from the Internet.

What are Device Drivers?

The programs that operate and control the devices attached to the computer are called device drivers. The keyboard, mouse, disk drives, CD-ROM drive, Modem, printer etc. require to install software that tells the computer how to use the device. When you purchase a new hardware device, manufacturer of the device also provides you a disk containing a device driver.

What is Computer Virus?

A small program that gets into your computer and disturbs that normal functions of the computer and destroys the important data stored in the computer is called computer virus. The computer virus cannot damage hardware, only data or software is corrupted. The computer file (data or program) to which a virus is attached is called infected file.

Define programming language?

A language is defined as the way of communication between tow persons. Therefore, computer-programming language is defined as a way of communication between user and the computer.

What are Low Level Programming Languages?

The programming languages that are very close to machine code (0s and 1s) are called low level programming languages. The program instructions written in these languages are in binary form. The example of low level programming languages are machine language & assemble language.

What is Machine Language?

The binary instruction code that is directly understood by the computer (CPU) is called machine language. It is the fundamental language of the computer and the program instructions in this language are written in the binary form (1's and 0's). this language is different for different computers. It is not easy to learn.

What is Assembly Language?

It is another low level programming language because the program instructions written in this language are close to machine language. In this language, symbols are used instead of binary digits to write program instructions. Therefore, this language is also called the low level symbolic

language. The program instructions written in Assembly language are called mnemonic code.

📖 **What are High Level Programming Languages?**

The programming language that are close to human languages (e.g. like English language) are called the high level languages. The examples of high level language are, FORTRAN, COBOL, BASIC, PASCAL, C++ etc.

📖 **What are Procedural Language?**

In procedural programming languages, the program instructions are written in a sequence or in a specific order in which they must be executed to solve a specific problem. In these programming languages, step by step procedure is adopted to solve the problem. It means that the order of program instructions is very important.

📖 **What are Non-Procedural Languages?**

In non-procedural programming languages, the order of program instructions is not important. The importance is given only to "what is to be done". Examples of non-procedural languages are:
* RPG
* SQL (Structured Query Language) etc.

📖 **What are Object Oriented Languages?**

The modern technique to design the program is object-oriented approach. It is a very easy approach, in which programs is designed by using objects. And object is a collections of data and functions or methods (sub-programs). The functions are defined for each object to process the data of that object. Once an object for any program is designed, it can be re-used in any other program. Now-a-days, most popular and commonly used Object Oriented Programming (OOP) languages are C++ & JAVA.

📖 **What is Language Processor?**

The special translator system software that is used to translate the program written in high level language (or Assembly language) into machine code is called language processor or translator program.

📖 **What is Compiler?**

The language processor that translates the complete source program as a whole into machine **code before it is executed is called compiler.**

📖 **What is Interpreter?**

The language processor that translate (Converts) each statement of source program into machine code and executes it immediately before to translate next statement is called Interpreter.

📖 **What is Assembler?**

The language processor that is used to translate the program written in Assembly language into machine code is called assembler.

Select a Correct Answer From the Multiple Choices:

1) **Microsoft Excel is a:**
   a) Word Processing
   b) Database Management Software
   c) **SpreadSheet Software**
   d) Presentation Graphics Software

2) **PowerPoint is an example of**
   a) Word Processing
   b) Data Base Management Software
   c) Spreadsheet Software
   d) **Presentation Graphics Software**

3) **Which of the following is not an example of operating system?**
   a) DOS
   b) OS/2
   c) **Oracle**
   d) XENIX

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4) **Which of the following is not an example of embedded operating system?**

    a)   Window CE   b)   Pocket PC 2002

    c)   Window XP   d)   Palm operating system

5) **Which of the following is not an example of network operating system?**

    a)   Windows NT Server   b)   UNIX

    c)   Solaris   **d)**   **DOS**

6) **Which of the following is not a high-level language?**

    a)   COBOL   b)   FORTRAN

    c)   Pascals   **d)**   **Assembly**

- ## *Fill in the blanks:*

i)   A set of program used to solve particular problems of user through computer is called _____.

    Computer Software

ii)   A _____ is a collection of related information or records on any subject such as records of the books in a library, information about the students of college etc.

    Database

iii)   The Microsoft Access, Oracle etc. are example of _____ software.

    Data Base Management

iv)   The _____software is used to exchange information electronically.

    Communication

v)   The Internet Explorer is an example of _____ software.

    Communication

vi)   An _____ is a collection of system programs that control and co-ordinate the overall operation of a computer system.

    System Software

vii)   The _____ programs are also known as control programs or supervisors.

    ----

viii)   BIOS stands for _____.

    Basic Input Output System

ix)   In Windows XP, Dr. Watson is an example of _____ program.

    ----

x)   The Windows operating system has built-in disk scanner called the ___.

    ----

xi)   In _____process, the data o each file is stored in continuous sectors.

xii)   The McAfee and Norton are example of most popular _____ programs.

    Anti-Virus

xiii)   The program that operate and control the devices attached to the computer are called _____.

    Device Drivers

xiv)   The programming languages that are very close to machine code (0s and 1s) are called _____.

    Low Language Programming Language

xv)   The programming languages that are close to human languages (e.g. like English language) are called _____.

    High Level Language

xvi)   RGP stand for _____.

    Report generate Programming

Chapter # 6   **DATA PROCESSING**

*Short Answers of the Questions***:**

📖 **Define data?**

Data is defined as the collection of raw facts and figures that does not give proper meaning. The data may be collection of words, numbers and graphics or sounds.

📖 **Define Information?**

When raw facts & figures are arranged in such a suitable manner that they give the clear & proper meaning then they are called information. Actually the raw data is processed in any system to get the required output or result. The processed and refined data is referred to as information.

📖 **Define data processing?**

A sequence of operations on data to convert it into useful information is called data processing.

📖 **What is Manual Data Processing?**

In manual data processing data is processed manually without using any machine or tool to get required result. In manual data processing, all the calculations and logical operations are manually performed on the data. Similarly, data is manually transferred from one place to another. This method of data processing is very slow and errors may occur in the output.

📖 **What is Mechanical Data Processing?**

In mechanical data processing, data is processed by using different tools like calculators or other mechanical devices. This method of data processing is faster and more accurate than manual data processing.

📖 **What is Electronic Data Processing (EDP)?**

It is the modern technique to process data. The data is processed thorough computer. Data and set of instructions are given to the computer as input and the compute automatically processes the data according to the given set of instructions. The computer is also known as electronic data processing machine.

📖 **Define Data Processing Cycle?**

Once data is collected, it is processed to convert it into useful information. The data is processed again and again until the accurate result is achieved. This is called data processing cycle.

*Select a Correct Answer From the Multiple Choices***:**

1) **The address of student is an example of:**
    a) Numeric Data   b) Alphabetic Data
    c) **Alphanumeric Data**   d) None of these
2) **Which of the following is modern technique to process data?**
    a) Electromechanical   b) **Electronic**
    c) Mechanical   d) Manual
3) **Which of the following is an input activity?**
    a) Data coding   b) **Data sorting**
    c) Data classification   d) Data calculation
4) **How many basic activities in data processing cycle?**
    a) 2   b) **3**
    c) 4   d) 5

- ***Fill in the blanks.***

    i) _____ Is defined as the collection of raw facts and figures that does not give proper meaning.

    Data

    ii) The processed and refined data is referred to as _____.

    Information

    iii) A sequence of operations on data to convert it into useful information is called _____.

    Data Processing.

Chapter # 7   DATA COMMUNICATIONA & NETWORKS.

Short Answers of the Questions:

  📖 **What is Sender?**

A device used in a communication system to send or transmit messages to another device is called Sender. Or Transmitter or source. A sender may be a computer, workstation, telephone handset, video camera and mobile phone.

  📖 **What is Medium?**

Medium is a path or channel through which message is transmitted (or sent) from one location to another in a communication system. The twisted wire, fiber optic, microwave, satellite system etc. are used as medium.

  📖 **What is Receiver?**

A device used in a communication system to receive messages from another device (sender) is called Receiver or Sink. A receiver may be a computer, workstation, telephone handset, mobile phone, television set, printer, fax machine, and so on.

  📖 **What is Protocol?**

A Set of rules that guides (or governs) data communication is called protocol. It represents an agreement between the communicating device. Without a proper protocol, the devices may be connected but they cannot communicate with each other. For example, a person whose mother language is English cannot communicate with a person who can speck only Urdu.

  📖 **What is Computer network?**

A system in which more than one computer or large number of computers are interconnected together, communicate freely with one another and share information is called computer network.

  📖 **What is Server Computer?**

In networked environment, a powerful computer is used that controls all the computers connected to the network is called the Server or Host computer.

  📖 **What are nodes?**

The devices other than sever within the network are called nodes. A node may be a personal computer, printer, storage device, monitor etc.

  📖 **What is Local Area Network (LAN)?**

A Local Area Network (LAN) is network system in which computers are interconnected in a limited geographical area, such as network of computers in college computer laboratory or network of computers in office building etc. LANs are designed to allow resources (such as printers and application programs, secondary storage etc) to be shared between

personal computers or workstations. The size of LAN is limited to a few kilometers (typically it is 1 km.

📖 **What is MAN?**

A Metropolitan Area Network (MAN) is a network system that covers area of a single city. Usually, MAN connects more than one LANS in a city or town and covers a smaller geographical area than a WAN. For example, a company may design a MAN by connecting all the LANs in all its office throughout the city. The cable television, telephone companies OR local corporations use MAN.

📖 **What is WAN?**

A Wide Area Network (WAN) is a network system that covers a large (wide) geographical area such as different cities of country or different countries of the world. Most telephone companies are WANs. A WAN that is wholly owned and used by a single company is often referred to as enterprise network.

Select a correct answer from the multiple choices.

1) **Exchange of data between two devices via some form of transmission medium is called**

   a) Data Processing   b) Data Computing
   c) **Data Communication**   d) Data sequencing

2) **Transfer of data in the form of continuous waves is called**

   a) **Analog Data Transmission**   b) Digital Data Transmission
   c) Hybrid Data Transmission   d) None of these

3) **The light waves and sound waves are examples of:**

   a) Digital Signals   **b) Analog**
   c) Radio Signals   d) None of these

4) **Which of the following is not a component of communication system**

   a) Sender   **b) Delivery**
   c) Receiver   d) Medium

5) **A set of rules that guides data communication is called**

   a) Procedure   b) Message
   c) Protocol   d) Medium

6) **A path through which information is transmitted from one place to another is called.**

   a) Communication Media   **b) Communication Channel**
   c) Communication Links   d) All of these

7) **Which of the following is not an example of communication media?**

   a) Twisted Pair   b) Fiber optic
   c) Wireless Link   **d) Transmitter**

8) **Which of the following is not physical transmission medium?**

   a) Twisted Pair Cable   **b) Broadcast radio**
   c) Coaxial Cable   d) Fiber Optic Cable

9) **The data transmission speed twisted pair is about:**

   a) 10 to 100 MBps   b) 1 to 10 KBps
   c) 10 to 100 KBps   d) 10 to 100 Kbps

10) **Which of the following is widely used in LAN.**

   a) Coaxial Cable   b) Fiber Optic Cable
   c) Twisted Pair Cables   d) Both a & c

11) **The bandwidth of the coaxial is:**

   a) 2 times greater tan twisted pair

b)   20 times greater than twisted pair.
c)   40 times greater than twisted pair.
d)   **80 times greater than twisted pair.**

12) **In which of the following transmission media, the data is transmitted as pulses of light?**
a)   Coaxial Cable
b)   Fiber Optic Cable
c)   Twisted Pair Cable
d)   Both a & c

13) **The term cladding is used in:**
a)   Coaxial Cable
b)   **Fiber Optic Cable**
c)   Twisted Pair Cable
d)   Both a & c

14) **Which of the following is becoming more popular today?**
a)   Coaxial Cable
b)   **Fiber Optic Cable**
c)   Twisted Pair Cable
d)   Both a & c

15) **In which of the following transmission media, the data is not affected by electromagnetic waves?**
a)   Coaxial Cable
b)   **Fiber Optic Cable**
c)   Twisted Pair Cable
d)   Both a & c

16) **An important property of fiber optic is:**
a)   **Reflection**
b)   Refraction
c)   Interference
d)   None of these

17) **Which of the following is not a wireless transmission medium**
a)   Broadcast Radio
b)   Cellular Radio
c)   **Fiber Optic**
d)   Microwaves

18) **The diameter of core of Fiber Optical Cable is:**
a)   62.5 mm
b)   62.5 cm
c)   **62.5 microns**
d)   62.5 m

19) **The term line of sight transmission is used in:**
a)   Cellular Radio
b)   **Microwaves**
c)   Communication satellite
d)   None of these

20) **In microwave transmission system, antennas, are placed on a high towers or buildings and these are placed within:**
a)   200 to 300 miles of each other
b)   2 to 3 miles of each other
c)   **20 to 30 miles of each other**
d)   100 to 200 miles of each other

21) **In communication satellite, the earth-based stations are:**
a)   Microwaves stations
b)   PDAs
c)   GPS receivers
d)   **All of these**

22) **Transmitting a signal from earth station to a satellite station in space is called:**
a)   Down linking
b)   Up loading
c)   **Up linking**
d)   Signaling

23) **The communication satellite is launched about:**
a)   1000 miles above the earth into space
b)   **2230 miles above the earth into space**
c)   2230 Km above the earth into space
d)   2230 meters above the earth into space.

24) **Satellite transmission stations that can both send and receive messages are known as:**
a)   Transceivers
b)   **Receivers**
c)   Earth station
d)   Transmitters

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25) **A system of interconnected communication devices that can communicate with one another and share information is called:**
a) Repeater
b) WEB
c) Network
d) Chat room

26) **Which of the following is not a type of network?**
a) LAN
b) MAN
c) VPN
d) **SPN**

27) **Which of the following network covers a short distance?**
a) **LAN**
b) WAN
c) MAN
d) VPN

28) **The Size of LAN is typically:**
a) 100 Km
b) **1 KM**
c) 1000 KM
d) 50 KM

29) **The powerful computer used in network environment to control all computers connected to the network, is called:**
a) **Server**
b) Host
c) Guest
d) both a & b

30) **A WAN that wholly owned and used by a single company is often referred to as:**
a) Private network
b) Company network
c) Enterprise network
d) None of these.

31) **The Internet is the World's Largest:**
a) VPN
b) LAN
c) MAN
d) **WAN**

32) **Which of the following transmission medium may be used in WAN?**
a) Telephone line
b) Microwaves
c) Web server
d) **All of these.**

33) **Which of the following network covers area of a single city?**
a) WAN
b) VPN
c) MAN
d) LAN

34) **The Central computer in file sever network is known as:**
a) File server
b) Network sever
c) Web Server
d) All of these

35) **The schemes of joining a number of computers in the form of a network are called:**
a) Line configuration
b) Connections
c) **Network topologies**
d) Network modes

36) **All nodes are connected to a single cable in a:**
a) Ring topology
b) **Bus topology**
c) Star topology
d) Mesh topology

37) **Which of the following network topology uses the token passing scheme?**
a) Bus
b) **Ring**
c) Star
d) Mesh

38) **Which of the following network topology is formed by using multiple star topologies?**
a) Bus
b) Ring
c) Star
d) Mesh

39) **Which of the following network topology involves for concept of routes?**
a) Bus
b) **Ring**
c) Star
d) Mesh

40) Which of the following network topology uses multiple hubs?

a) Star
b) Bus
b) Ring
d) **Tree**

41) The cables TV network is an example of:

a) Bus topology
c) Mesh topology
c) Ring topology
d) Tree topology

42) The Central Hub is used in?

a) Bus topology
b) Mesh Topology
c) Ring topology
d) **Tree topology**

Chapter # 8   THE INTERNET & E-MAIL

Short Answers of the Questions:

What is Internet?

The Internet (or Simply net) is the network of networks around the world. It is made up of thousands of smaller, national, regional, governmental, academic and commercial networks. It is a global network. Information can be communicated from one city (or country) to another through Internet.

How the Internet works?

It must be noted that there is no particular organization that controls the Internet. In the internet different networks of private companies, government agencies, research organizations, universities etc. are interconnected together. You can link your computer to any network to exchange the information with any other user on the Internet is the channel that exchanges information between users.

What is the Intranet?

An organization network though which the files and messages are exchanged among the users of the organization only is called the Internet. This type of network uses the same protocols as used in the Internet. But through Intranet the information cannot be exchanged outside the organization.

What is Web Server?

A Web server stores Web pages or files and sends information over the Internet in response of request from the Web browser. In 1992, there were only 26 Web servers in the world to publish Web Pages. Now-a-days millions of Web severs that are providing these services are on Internet.

What is the Client?

The tools and programs through which the user gets information from server as well as sends information to other users through server is called Client. Usually the personal computer and Browser programs are used to get information from the sever.

What is Web Browser?

A Web Browser or simply a Browser is software that allows the Internet user to access and view web pages on the Internet. Many Web Browser are available but the most commonly used Web Browsers are Microsoft Internet Explorer and Netscape Navigator.

What are Internet Protocols?

The Internet Protocols are set of defined rules and procedures (or software programs) used for communication through which Internet users exchange information on the network. The first protocol was developed in early 1970s

for data communication on network and was named as Network Control Protocols (NCP)

  📖 **What is TCP/IP?**

TCP/IP stands for Transmission Control Protocol / Internet Protocol. This protocol enables users (or provides connectivity between browsers and servers) for data communication on the Internet.

  📖 **What is HTTP?**

HTTP stands for Hyper Text Transfer Protocol. It is the latest protocol used to download web pages or documents from Web servers. It was developed in 1990 when World Wide Web was introduced. The browser requests document from sever through this protocol. This server also returns the required documents to the browser through this protocol.

  📖 **What is SMTP?**

SMTP stands for Simple Mail Transfer Protocol. This protocol is used to send and receive e-mails on the Internet.

  📖 **What is NNTP?**

NNTP stands for Network News Transfer Protocol. This protocol is used to exchange message on the worldwide news bulletin board.

  📖 **What is Web Page?**

The documents on the web are also called Web Pages and are stored on computers (Web severs) that are permanently connected to the Internet. The process to store your Web page on the Web sever is called Publishing or Uploading. Similarly, retrieving Web document from server to client computer is called Downloading.

  📖 **What is Web Site?**

A collection of related Web pages stored on a Web sever is called Web Site. The Browser program is used to access Web pages. A Web site may contain many Web pages. The main page or title page that contains the links of other Web pages is referred to as Home Page. The Home page is downloaded first when you enter the URL address of the Web site. The other pages of the Web site are visited through Home page because it contains the links of other pages.

  📖 **What is Domain Name?**

The name assigned to the computer (server) on the Internet that exchanges the Information is called Domain Name. it is a common and unique name. it is also known as the Internet name of the computer.

  📖 **What is IP address?**

The IP address is a unique identifier for a host or node on the Internet. Each computer on the Internet is also assigned a numerical address as alternate of domain name, e.g. 102.104.70.02 (four numbers separated by dots). The numerical address of domain name is called the IP address. You can also give the IP address of domain name as URL but it creates problem for users to remember the correct IP address of domain. The domain common name is easy to remember.

  📖 **What is Newsgroup?**

The newsgroups are the discussion forums that provide the services to exchange messages on the Internet about a particular subject. This facility is provided on the Internet on special servers known as News servers.

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📖 **What is FTP?**

FTP stands for File Transfer Protocol. It is a way to transfer files to other using Internet. The files are stored on a special type of server called the FTP sever.

📖 **What is E-Commerce?**

E-Commerce of Electronic Commerce is very important service provided by Internet through which financial transactions are carried out over the Internet. It is the modern way to carry out business on international basis. When business is conducted with the help of computer networks, this activity is usually termed as e-commerce or e-trade. Through e-commerce, goods can be purchased and sold from anywhere in the world. The examples of E-Commerce are; online shopping, online advertising, online banking etc.

📖 **What is Microsoft Internet Explorer?**

The Internet Explorer is the Web Browser software that is used to access the information available on the Internet. It is developed by Microsoft Company of USA and it is built-in in windows operating System. When Windows is installed, it is automatically installed and its icon is create on the desktop. The independent latest version of Internet explorer is also available in CD-ROM.

📖 **What are Search Engines?**

Search Engines are the special websites that provide facility to Internet users to search information on the Internet. A lot of information is available on the Internet in different websites. There are billions of websites on the Internet. The Internet users only browse the important website addresses. The other website addresses can be searched through search engines. The search engines keep the record of website addresses along with important words of description for each web page.

📖 **What is meant by composing E-mail?**

Composing E-mail means to prepare a message that is to be sent. It is composed very easily in any e-mail utility program. The free mail service also has this facility.

Select a correct answer from the multiple choices.

1) **The collection of related web pages stored on a web server is called:**
   a) Web pages
   b) **Web site**
   c) Home Pages
   d) None of these

2) **The main page that contains the links of other web pages is referred to as:**
   a) Web page
   b) Web site
   c) **Home page**
   d) None of these

3) **Which of the following represents the IP address?**
   a) hotmail.com
   b) **420.109.90.04**
   c) Pakistan_series@hotmail.com
   d) none of these

4) **Which of the following represents the domain name?**
   a) **hotmail.com**
   b) 420.109.90.04
   b) Pakistan_series@hotmail.com
   d) None of these

5) **Which of the following Internet service provides the facility to exchange messages on the Internet but a particular subject?**
   a) FTP
   b) **Newsgroup**
   c) Telnet
   d) Gopher

6) **which of the following is the first protocol developed in 1970s?**

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a)   TCP/IP   b)   **NCP**

c)   HTTP   d)   NNTP

7)   **Which of the following protocol is used to send and receive e-mails?**

a)   TCP/IP   b)   NNTP

c)   **SMTP**   d)   FTP

8)   **if "Yahoo.ocm" is a domain name, then what will be the TLD?**

a)   Yahoo   b)   **.com**

c)   Yahoo.com   c)   None of these

9)   **Which of the following protocols is used by world wide web (www)?**

a)   TCP/IP   b)   Ethernet

c)   FTP   d)   **HTTP**

10)   **The computers on the Internet that contain the web sites are called:**

a)   Central computer   b)   Site computer

b)   Host   d)   **Web severs**

11)   **Which of the following protocol is used by news servers?**

a)   **NNTP**   b)   HTTP

c)   TCP/IP   d)   FTP

12)   **Microsoft Outlook Express is a utility program that is used to:**

a)   **Send and receive e-mails**   b)   design web pages

c)   retrieve web pages   d)   retrieve files

- ### *Fill in the blanks::*

i.   The _____ is a world wide collection of networks?
Internet

ii.   DARPA stands for _____.
Defense Advanced Research Project Agency.

iii.   ARPA stands for. _____.
Advanced Research Project Agency.

iv.   In _____, the National Science Foundation (NSF), another federal agency of USA, established a network and named as NSFNet.
1986.

v.   The computers that are connected to the Internet and exchange information between users on the Internet are called _____.
Sever.

vi.   The mobile devices such as cellular telephones and DPAs use a special type of browser, called a _____, which is designed for their small screens.
Micro browser.

vii.   SMTP stands for _____.
Simple Mail Transfer Protocol

viii.   NNTP stands for _____.
Network News Transfer Protocol.

ix.   The documents on the web are called _____.
Web page

x.   TLD stands for _____.
Top Level Domain

xi.   SLIP stands for _____.
Serial Line Internet Protocol.

xii.   The _____ is simply referred to as web.
WWW.

xiii. _____ are the special websites that provide facility to internet users to search information on the Internet.
Search engines: (yahoo & google)

xiv. PPP stands for _____.
Point – to – Protocol.

Chapter # 9   INTRODUCTION TO MICROSOFT *WINDOWS*

Short Answers of the Questions:

📖 **What is Windows Operating System?**

Windows is a popular operating system. It is developed by Microsoft Corporation of USA. This is because it is referred to as Microsoft Windows. Nowadays it is most commonly used in personal computers.

Window is a graphical user interface (GUI) operating system. It is very easy to learn and to operate and is a user-friendly operating system. It provides the commands and application programs I the form of small pictures called icons. The user gives the commands to the computer by simply clinking the icons with mouse.

📖 **What is meant by GUI?**

GUI stands for Graphical User Interface. In Graphical User Interface, operating system provides graphical images known as icons on the computer screen used to interact with the computer. The GUI is very easy to interact with the computer. Microsoft Windows operating system is an example of GUI. The input device mouse is most commonly used in Windows to select and to execute the command or to open any computer resource.

📖 **What is by Point?**

It means the position the mouse pointer on the desired icon o object moving the mouse over flat surface.

📖 **What are Folders?**

Folders are containers that hold and organize files and other information in a systematic way for easy access and management. On the desktop the objects "My Computer", Network Neighborhood, Recycle Bin etc. are examples of folders or directories. In windows operating system, the directories are referred to as folders.

📖 **What is Shortcut /File?**

The data and programs are stored on the disk by giving a name called the filename. The data and programs are transferred from one location to another with the reference of their filename.

📖 **What is Window Desktop?**

The colored area on the monitor's screen that contains small images, or graphics objects and a taskbar at bottom of screen is called desktop. It is called Desktop because the surface of screen looks like a desk with objects you might have on your own personal desk.

📖 **What are Icons?**

In windows, program applications, computer files and hardware devices etc. are represented in the form of small images known as icons. Usually the icon of object represents its purpose. For example, icon of "My Computer"

on the desktop is a small picture of computer that contains the resources of c o m p u t e r .

What is Buttons?

It is a click-able object used to perform on action. It is like an icon but it may have a name that represents the purpose of button. Usually, the buttons are used to give input to the computer to perform an action. The Start button is an example, which has both name and icon. The toolbar buttons in most Windows program applications are examples of button icons.

What is Taskbar?

The bar at the bottom of desktop that display the current performing task or programs running on the computer is known as taskbar. It also contains the Start button used to start a program or to perform a task etc. The Taskbar can also be placed at left, right or top of the desktop.

What is Start Button?

The Start Button is located at the left most side of the taskbar. The start button is used to start or to run the application programs (that are installed on our computer) as well as system of Windows built-in programs. That is why it is called start button.

What is Start Menu?

The Start Menu is the main menu of Windows operating system that contains a list of commands and application programs installed on the computer. When the start button is clicked, the start menu appears upward with a list of different options or commands and program. The user can start or run any one of them through this menu.

What is Programs menu of Start Menu?

The programs option of Start menu contains a list of programs that are installed on your computer. It is used to start specific program. When "Programs" menu from Start menu is selected, a submenu opens that contains a list of program is installed on your computer, windows automatically included it into the programs menu.

What is Document menu of Start Menu?

The Documents option of start menu contains a list of most recently use documents or files. It provides a shortcut method to open recently used documents. when any document from the list is clicked, the document is automatically opened into its related application program in which its was created or modified recently, in document menu, windows contains a list of maximum 15 documents and this list is upgraded automatically when new documents are added into the list.

What are the uses of Search menu of Start menu?

The Search option of start menu is mainly used to search file & folders stored on your computer disk or another computer on a networked environment. Etc. it also helps in locating computers on a network and finding information on the internet.

What are the uses of Help Menu of Start Menu?

The Help option of start menu is used to see the help of specific topic of windows operating system. When this option is selected, a dialog box for help of windows 2000 is appeared having different search options. You can see the detail of any topic of window.

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- **What is the Run menu of Start Menu?**

    The Run option of Start menu is used to run a program or to open a document directly. When Run option is clicked from the Start Menu, the Run dialog box appeared on the screen.

- **What is Shutdown / Turn off Computer of Start Menu?**

    The Shutdown / Turn off Computer of Start menu is used to close the Windows operating system and switching off the computer properly. The user should close all the running application programs before to turn off the computer. If you did not save your work then windows displays a dialog box for each opened document and ask you whether you want to save your work or not. When the Shut Down option of Start menu is clicked, Shut down dialog box appeared with a drop down list box.

- **What is Wallpaper?**

    The background of the desktop can be changed with different colors or by using a image as background. When a image or pictures is used as background, it is called the wallpaper.

- **What is Screen Saver?**

    The computer screen may be damaged or burned-out when a static image is displayed for a long time. The windows has screen saver programs used to automatically activated if the keyboard or mouse is not touched for a predetermined period of time. The screen saver image moves on the screen and disappears if any key is pressed. The screen saver products the quality of the monitor.

- **What is the purpose of My Document Icons?**

    My Document is also a special folder on the desktop. It is the standard folder of Windows 200 and is automatically created when windows 200 is installed. When you save a document, graphic, or other file using an application program such as Microsoft Word, Microsoft Excel or Paint, the file is automatically save in My Documents unless you choose a different location. You can directly open the document from "My Document" folder by opening the folder and then double clicking the document you want to open.

- **What is Recycle Bin?**

    The Recycle Bin is a special folder of Windows on the hard disk and has an icon on desktop. It contains files and folders that are deleted from the hard disk. Any files and folders you delete from the hard disk are transferred to the Recycle Bin. These files or folders can be restored from the Recycle Bin to their original location if required for use. It must be noted that the files or folders that are deleted from floppy disk are not placed in the Recycle Bin.

- **What is the purpose of My Computer Icons?**

    It is a special icon on the desktop. It is very important object used for interfacing with computer. It enables user to see easily what is in his computer. You can access everything in your computer such as hardware devices and files & folders etc. it is opened by double clicking it.

- **What is Windows Explorer?**

    Like My Computer Icon, the Windows Explorer is also used to manage files and folders on the disk. It provides the most efficient way to manage the computer resources. The management of files and folders by using "My Computer" is easier for beginners than by using windows Explorer. The Windows Explorer consists of window that contains menus, toolbar, an address bar etc.

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- **What is Clipboard?**

  In Windows, the information can be very easily transferred from one location to another. You can transfer the text, or images from one application to another different application program. Similarly, files & folders are copied or moved. Windows operating system uses a temporary area of RAM, known as Clipboard.

- **What is Copy Command?**

  Copy Command is used to make a copy of selected information to the clipboard. The selected information remains in its original location and its duplicate copy is created in the clipboard.

- **What is a Cut Command?**

  Cut Command is used to shift the selected information to the clipboard. The selected information is removed from its original location.

- **What is Paste Command?**

  Paste Command is used to copy the information from clipboard to another location. The information from Clipboard can be copied as many times as required.

- **What is Control Panels?**

  The Control Panel is special folder that contains the tools (system software) used to configure the hardware & software. For example, you can customize the mouse, keyboard, printer etc. and also set the appearance of desktop using colour Schemes, Screen Savers etc. the new software can be installed as well as already existing software can e uninstalled.

- **What is Status Bar?**

  The Bar located at the bottom of application windows is known as Status bar. It provides some basic information about the status of current document or objects in window. For example, the Control Panel's status bar tells you how many objects appear in the window.

- **What is Scroll Bar?**

  When information displayed in application window is larger and cannot fit in it then scroll bars appear automatically at the right or bottom borders. In this case, a part of the information is displayed and reaming information remains hidden. The hidden information can be displayed by moving the scroll bars of the windows.

- **What is Menu Bar of application windows?**

  The bar that contains drop-down menus and appears immediately below the title bar is known as Menu Bar. The commands that are used to perform different tasks are grouped together on the Menu bar. The menu bar is accessed by clicking mouse or by using keyboard shortcuts. When any menu option form menu is clicked, a drop down menu appears with a list of commands. You can select a command form the list by clicking it.

- **What is Dialog Box?**

  A small window that is used to give input to application program or to display message is called a page of dialog box. Save as dialog box, Open dialog box, Print dialog box are example of dialog box or page.

- **What is Plug & Play?**

  The plug & play process can automatically install new printer, you have attached with your computer, while windows is initially loaded or started. Windows automatically detects if a printer is attached to your computer and install the appropriate drivers.

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Short Answers of the Questions:

📖 **What is Microsoft Office?**

Microsoft Office is use for special purpose office work such as documentation, worksheet, presentation and database etc. Microsoft office is a popular software product of Microsoft Company of USA. Microsoft Office is a collection of most popular application software programs used to solve different problem in offices. These are Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access etc.

📖 **What is mean by Word Processor?**

The process to prepare and to print document by using the computer and computer programs is called *Word Processing.* The computer programs that are used for this purpose are called the *Word Processing.* Software of Packages. The Microsoft word, word perfect, word start are examples of word processing.

📖 **What is Microsoft Word?**

Microsoft Word is use for special purpose *documentation* work such as letter, applications, paragraph, business reports, Cv's, Memos, Wizard and Faxes etc. Microsoft Word is also called Word Processor. The Microsoft Word is a application software and it is a part of Microsoft Office. The Exe (Executable) file of Ms- Word is "*Winword*" and the Extension of Ms-word is (DOC).

📖 **What is Overtype Mode?**

In this mode, existing text towards the right of cursor is overwritten when new text is typed. To change form inset mode to overtype mode, press the insert key on the keyboard. The [OVR] indictor on the Status Bar will be high lighted.

📖 **Why the text is selected?**

In Word Processing programs most of the operations such as formatting text, copying text, deleting etc. are performed on the selected text. It is because you have to select text before to apply command for such operations. The selected text always appears highlighted i.e white color of text with black background.

📖 **What is the meant searching text?**

The process of searching or finding a specific text in the document is called finding text. In Microsoft Word, it is performed with Find Command.

📖 **What is meant by Replacing text?**

The process of finding text in the current document and replacing it with another one is called replacing text. In Microsoft Word, it is performed with Replace commands

📖 **What is the function of Undo Command?**

The command that is used to cancel an action is called Undo Command. Each time the undo command is applied; the last action is canceled or reverses. To apply Undo command: Press Ctr+Z or selected Undo Command from Edit menu.

📖 **What is the Function of Redo Command?**

This command is used to cancel an Undo Command's action. Each time the Redo command is applied, the Undo command's last action is cancelled. To apply REDO Command: Select Repeat Command form Edit Menu or Press Ctr+Y.

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📖 **What is the Function of Spell & Grammar Checker in Word?**
Microsoft Word has the ability to locate spelling & grammatical errors in the document and to correct these errors.

📖 **What is Thesaurus in Microsoft Word?**
Thesaurus means vocabulary. Microsoft Word has a complete dictionary and you can select a simple word as substitute of a difficult word from a list of alternative words.
To select a right or easy word for difficult word, follow these steps:
* Select or point the word.
* Press Shift + F7

📖 **What is meant by Saving Word Document?**
When a documents is created or edited, it is stored only in the RAM. The RAM is a temporary memory. The document may be erased if the power is suddenly switched off. The document is stored permanently on the disk (hard or CD) by giving a document filename. The word document is saved with ".doc" extension.

📖 **What is Difference between Save & Save As Command?**
The Save command is used to save the current document on the disk. Each time this command is applied, the current document is updated (i.e contents from RAM are stored on the disk in the same current document).
The current document can be saved in a new document on a disk by using Save As command. In this way, the new document becomes the current document with new document name, while the previous document is close from the Ram. Each time this command is applied, Save As Dialog box is appeared.

📖 **What is Page Layout?**
The Layout of page when it is printed on a paper is called page layout. This includes page size, page orientation, page margins, headers and footers, etc.
Page layout is defined in page setup dialog box.

📖 **What are Headers And Footers?**
Header is the information that is printed in the top margin of each page of the document. Footer is the information that is printed in the bottom margin of each page of the document.

📖 **What is meant by Printing a Document?**
The document is printed on the paper through printer connected to the computer. You can print a single page, range of pages, even/odd pages, or a whole document. It is basic need of the user to make a print of the document on the printer.

📖 **What is meant by Print Preview?**
Microsoft Word also allows seeing the appearance of the document on the screen before to send it to printer.

📖 **What is Font?**
The font represent the physical characteristics (appearance or shape) of a letter typed in the document. These indicate the pint size, style, spacing between letters etc.

📖 **What is Font Size?**
The Font size of characters is measured in points. In one there are 72 points. The default size of text is 10 or 12 pints.

& **What is meant by Paragraph Formatting?**

Paragraph formatting involves the general appearance of the paragraph of document. These are text alignment, tabs, indenting, line spacing, paragraph spacing etc.

& **What are table in Ms-Word?**

Microsoft Word provides a tool called Table, used to organize information in rows and columns. A table is made up of series of rows and columns. The intersection of a row and column is called Cell. The data is written into cells.

& **Write the steps to save word document?**

In Microsoft word, following steps have to be performed to save the document.

- Click the Save command button on the Standard Toolbar. OR.
- Select the Save command File Menu.
- Press Ctr+S shortcut.
- Select the drive and folder where you want to save the document file.
- Type the name of document in the "File name" text box.
- Click the Save button of dialog box or press Enter key to save the document on the disk.

& **Write the steps to open word document?**

To open the document, one of the following commands is used:

- Click open icon on the Standard Toolbar. OR.
- Select Open command from File Menu.
- Use Keyboard Shortcut Ctrl+O.

& **Write the Steps to Close Word Document?**

To exit from the Microsoft Word program, choose one of the following.

- Select the Exit command form the File menu.
- Click Close button [X] of Microsoft Word Window.
- Press Alt+F4.

Short Answers of the Questions:

& **What is a Spreadsheet?**

A spreadsheet is an application program that is used to store and manipulate data. The data is stored into rows and columns just like a table. The spreadsheet program has the ability to perform calculations on the numerical data as well as different types of charts or graphs can be made for the numerical data. MS-Excel is an example of spreadsheet program.

& **What is Microsoft Excel?**

Microsoft Excel is spreadsheet application software developed by Microsoft Corporation of USA. It is a part of Microsoft Office Product. It is used to manipulate data in rows and columns. The columns are labeled with letters A, B, C, and so on. Similarly rows are labeled with numbers 1, 2, 3 and so on. The Exe (Executable) files of Ms Excel are "EXCEL" and the Extension of Ms Excel is "XLS".

& **What is Worksheet?**

A spreadsheet program use worksheets and workbooks. A worksheet is like a traditional accounting ledger and is divided into a grid of columns and rows. The data is stored into rows and columns of the worksheet. In Excel, a worksheet consists of 256 columns and 65536 rows. The columns are labeled with letters A,B,C, etc. and rows are labeled with numbers 1, 2, 3, 4, etc.

📖 **What is Workbook?**

After entering and editing data into the worksheets, it must be permanently stored in a file on the disk. The file or document of Excel is called the workbook. The workbook contains the worksheets. When workbook is saved, Excel gives an extension XLS to the file name. the rules to give the name to workbook or excel file are same as for other windows applications programs.

📖 **What is Formula Bar in Excel?**

When a formula is used in a cell, then the calculated result is displayed in the cell. The actual formula is displayed in the formula bar. If a formula is not applied in the cell, then the contents of cell are displayed in the formula bar. Formula Bar is used to edit the contents of cell.

📖 **What is Cell in Excel?**

The Intersection of a column and rows is called a cell. The data is entered into the cell of worksheet.

📖 **What is meant by Sorting?**

The Process to arrange data of database or data stored in worksheet in a specific order based on values in columns or fields is known as Sorting.

📖 **What is meant by Font Style?**

Font Style refers to the attributes or characteristics of font. By applying the font style, the texts in cells are displayed in different styles like bold, Italic or underline etc.

📖 **What is a Formula?**

A Formula is a mathematical expression that is combination of numbers, cell addresses or cell reference and arithmetic operations. In excel, mostly the formula is built by using cell addresses or cell references along with along with arithmetic operations. A formula always begins with an equal (=).

📖 **What are Functions in Excel?**

Functions are predefined formulae that are used to perform calculations. Excel contains a number of built-in- functions used for special purpose, e.g. for arithmetic or statistical calculations. The values given to the function are called parameters or arguments of the function. The function returns the calculated value. Each function written according to its syntax. The function is written in cell of worksheet as formula. The general syntax of function is = function _name (arguments).

📖 **Define SUM Function?**

It is used to add numbers given as parameters. These may be numeric values or cell references. Its general syntax is:
SUM (number1, number2,……………)

📖 **Define AVERAGE Function?**

It is used to calculate the average of values given as parameters. These may be numeric values or cell references. Its general syntax is:
AVERAGE (number1, number2, …………………..)

📖 **Define MAX Function?**

It returns the largest or maximum value from a list of values. The parameters may be numeric values or cell references. It general syntax is:
MAX (number1, number2,………………..)

📖 **Define MIN Function?**

It returns the lowest or minimum value from a list of values. The parameters may be numeric values of cell references. Its general syntax is:

MIN (number1, number2,……………….)

📖 **Define PORDUCT Function?**

It is used to multiply numbers given as parameters. These may be numeric values or cell references. Its general syntax is:

PRODUCT (number1, number2,……………)

📖 **Define AUTOSUM Function?**

Excel also provides a AUTOSUM tool used to find the sum of values. It is a shortcut method used to find the sum of values of a column or row, The AUTAUM automatically selects the cells above in the column or to the left in the row when this function is applied in the current cell.

📖 **What is a Chart?**

The Graphical representation of numerical data is known as Chart or Graph. It makes easy to compare and to understand the numerical data. A Chart is created for a range of data stored into the worksheet cells. Actually, the references of cells that contain the numerical values are used to create graph or chart. When the data values in the range of cells (on which the chart is created) are changed, the chart is automatically updated.

📖 **Define Pie Chart.**

It shows the proportion of a value to the whole. It is selected when you need to represented a continuation to a total.

📖 **Define Bar Chart.**

It shows the comparison between individual values of data series.

📖 **Define Line Chart.**

It shows trends in data after equal intervals.

📖 **Define XY Scatter Chart.**

A XY Scatter chart is used to show how two lists of values affect each other. In scientific application, XY Scatter Chart is used to display pattern or clusters of values.

Short Answers of the Questions:

📖 **What is Power Point?**

Power point is a windows based application program and it is a part of Microsoft office developed by Microsoft of USA. This application program helps to create and organize presentations very easily and quickly. A presentation is a systematic approach through which ideas are delivered to others in a well-mannered way. A presentation consists of a series of slides and each slide contains graphics, text or sounds etc. the slides created have different information, graphics etc. and are arranged in a proper order. You can automatically run these slides in PowerPoint. For example, you may have seen slides on the stall in exhibition, running automatically on the computer without user interference. The Exe file of Ms PowerPoint is "POWERPNT". And the Extension of Ms PowerPoint is "PPT".

📖 **How many screen Views are in PowerPoint?**

Microsoft PowerPoint provides different screen views that help in designing the presentation. Different PowerPoint Views are:

- Normal View.
- Slides Sorter View.
- Outline View.

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- Slide View.
- Slide Show View.

  📖 **How Presentation is created?**

In Microsoft Power Point, you can create your own presentation by using one of the following ways.

- Creating Presentation Using AutoContent Wizard.
- Creating Presentation Using Design Template.
- Creating Presentation from Scratch.

TRUE   OR   FALSE

1. Computer is an electrical machine? (False)

2. Keyboard is an output device? (False)

3. Computers used in daily life are known as Mini computers? (False)

4. Raw facts and figures is called Data? (True)

5. Primary memory is also called main memory? (True)

6. UNIX is type of system software? (True)

7. Bit is addressable unit of memory (False)

8. ONE Kilo means 1000 bytes? (False)

9. Location on the Internet is called Domain? (True)

10. Yahoo is the web-based software? (True)

11. DSL is device to access internet? (True)

12. Flash memory is another name of USB? (True)

13. Printer produces softcopy? (False)

14. Collection of records is called field? (False)

15. Databank is collection of databases? (True)

16. Multitasking is capability of every operating system? (False)

17. LASER is type of impact printer? (False)

18. To run computer we need to use ROM-BIOS routines? (True)

19. CPU is collection of ALU and MU? (False)

20. Processor is combination of ALU & CU? (True)

21. File management is also the function of an operating system? (True)

22. Windows NT is network based operating system? (True)

23. MS – DOS is CLI-based operating system? (True)

24. MS Windows is GUI based application software? (True)

25. Plug & Play is capability of operating system? (True)

26. Hard Disk is type of secondary memory? (True)

27. DSL stands for Digital Subscriber Limit? (False)

28. Hybrid is capable of digital and analog computer? (True)

29. Mother board is also called system board? (True)

30. Star topology requires hub and switch? (False)

31. RAM is non-volatile memory type? (False)

32. Chip is fabricated on system board? (True)

33. Unicode is frequently used coding scheme False-a-days? (False)

34. Symbols of flowchart are standardized by ANSI? (True)

35. Speed of processor is measured in Hertz? (True)

36. MIPS are mille instructions per seconds? (False)

37. Collection of wires is bus? (True)

38. Von – Neumann define *fetch-decode-execute* cycle of computer? (True)

39. Hard Disk type of input/out device? (True)

40. Bar code reader is used to access data? (True)

41. DPI means data per inch? (False)

42. Joystick is used to play games? (True)

43. RAM has less capacity as compare to ROM? (False)

44. Web cam is type of input/output devices? (True)

45. Mouse is called pointing device? (True)

46. MODEM stands for memorandum de-memorandum? (False)

47. Graphical item is called icon? (True)

48. Twisted pair is faster than Fiber optic cable? (False)

49. Robotics is the branch of IT to improve machine behavior? (True)

50. Graphics is treated as data? (True)

51. LCD is the form of computer animation? (True)

52. CRT is also kFalsewn as VDU ? (True)

53. Processed data is called information ? (True)

54. OMR senses marks on paper ? (True)

55. POST is power on self test ? (True)

56. Screen output is hardcopy ? (False)

57. Tracks of Hard Disk is divided into Sectors ? (True)

58. WORM is anti-virus ? (False)

59. Most common backup medium is CD – ROM ? (FALSE)

60. Hashing follow the fastest searching algorithm ? (True)

61. Client is also called host ? (False)

62. Bit means zero or one ? (True)

63. Pictorial representation is called algorithm ? (False)

64. GIS is also the branch of IT ? (True)

65. IT is combination of two tech technologies ? (True)

66. Bridge is used to join similar networks ? (False)

67. Step-by-step solution of problem is flowchart ? (False)

68. Native language of machine is decimal ? (False)

69. Collection of four bits is nibble ? (True)

70. Bit means binary digital ? (False)

71. LAN is also used in laboratories ? (True)

72. IT stand for Information n Telecommunication ? (False)

73. ROM-BIOS chip is firmware ? (True)

74. Word is combination of 14 bits ? (False)

75. HTTP is common protocol ? (True)

76. Windows is multi-user operating system ? (False)

77. Control panel controls hardware & software ? (True)

78. Computer language is English ? (False)

79. WWW stands for World Web Page ? (False)

80. Scanner is an output device ? (False)

81. Scanner follow OCR mechanism ? (True)